



QUAKERTOWN COMMUNITY HIGH SCHOOL DISCIPLINARY PROTOCOLS 2015-16

The Disciplinary Protocol chart below is located in the Student Handbook. Please note that behaviors have been divided into three levels, with Level III being the most severe.

- **Level I** infractions that occur in the classroom should first be addressed by you in an attempt to correct the behavior. Students who commit a Level I infraction should not be sent to the office. Level I behaviors that are not corrected, even after teacher-assigned discipline, should be referred to the office via an Administrative Referral.
 - You can administer all of the highlighted yellow consequences from the Disciplinary Protocol chart. You must give students at least a 1-day notice and contact a parent/guardian to inform them of the reason for and date of the detention. Your detentions can be up to 45 minutes in duration. (If you cannot proctor the detention, please contact Kim (SHS) or Steve (FC) for coverage.) Failing to serve a detention is a Level II infraction.
- **Chronic Level I and all Level II and III** infractions should be handled by administration. When you send a student to the office, please call an office secretary immediately, and then fill out an Administrative Referral (Outlook template) as soon as possible. Send it to Kim (SHS) or Steve (FC) and carbon-copy the appropriate house principal. When you send an Administrative Referral, an administrator will email you back as confirmation that the issue was dealt with consistent with the Disciplinary Protocol chart.
- Please note that the **Consistent Code of Conduct Enforcement** chart contains additional disciplinary expectations.

Level I—Behavior which impedes orderly classroom or school operations. Examples include but are not limited to:
<ul style="list-style-type: none">• Cafeteria disruptions (e.g., excessive noise, lack of cleanliness)• Class and/or school tardiness (non-habitual)• Classroom disruption (disruption of learning)• Cutting class or being late to class (non-habitual)• Disrespect and/or failure to follow staff directions• Disrespectful language, profanity, or gestures• Entering unauthorized areas• Hallway disruptions• ID policy violations• Inappropriate attire• Inappropriate displays of affection• Inappropriate use of computers or network (minor in nature, e.g., playing games or watching videos)• Lying to staff• Pass violations• Teasing/taunting that does not rise to the level of bullying or harassment• Use of earbuds/headphones in hallways• Use of electronic devices in class without permission
Consequences may include one or more of the following:
<ul style="list-style-type: none">• Administrator-issued detention (60 minutes)• Administrator-student conference (warning)• Confiscation of electronic devices• Contact parent/guardian

- Counselor-student conference
- Lunch detention
- Teacher-issued detention (up to 45 minutes)
- Teacher-student conference (warning)
- Withdrawal of school privileges (participation in sports or clubs, attendance at dances or field trips, permission to drive/park, senior privilege, etc.)

Level II—Behavior whose frequency and seriousness tends to disrupt the learning climate or positive spirit of the school. Level II can also include Level I behaviors that have not been corrected. Examples include but are not limited to:

- Bullying/harassment
- Bus misconduct
- Cheating, plagiarism, and academic dishonesty (in addition to an academic consequence)
- Class and/or school tardiness (habitual)
- Cutting class (habitual)
- Dangerous/aggressive behavior (non-assault)
- Defiance and disrespect to staff
- Failure to follow directions in detention
- Failure to identify oneself
- Failure to serve detention(s)
- Forging notes or impersonating a parent/guardian
- Gambling
- Leaving class or campus without permission
- Offensive gender, racial, religious, or sexual comments or representations
- Parking in unauthorized areas on/off school property
- Unexcused absences
- Use of electronic devices to take pictures without permission or to send inappropriate messages (e.g., cyberbullying)
- Violation of the tobacco policy (see Board Policy & AR 222)

Consequences may include one or more of the following:

- All Level I consequences
- Bus assigned seat, suspension, or expulsion
- Citation
- Confiscation of contraband
- Extended detention (3 hours)
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Revocation of computer/network privileges
- SAP referral
- Towing/booting of vehicle

Level III—Behavior involves acts directed against persons or property, whose consequences seriously endanger the health or safety of others. Level III can also include Level I or II behaviors that have not been corrected. Examples include but are not limited to:

- Arson
- Assault on students or staff
- Cafeteria disruptions (e.g., throwing food)

- Bullying/harassment
- Bus misconduct
- Destruction of property/vandalism
- Disorderly conduct
- Extortion
- False alarms
- Fighting (physical altercation)
- Inappropriate use of computers or network (serious in nature, e.g., browsing inappropriate websites, attempting to override filters)
- Offensive gender, racial, religious, or sexual comments or representations that rise to the level of harassment/bullying
- Possession or transfer of pornography or obscene material (print or electronic)
- Possession or use of explosive devices or fireworks
- Possession of weapons, parts of a weapon, or lookalikes
- Reckless driving on school property
- Serious misconduct
- Theft or possessing stolen property
- Threats/intimidation
- Use of laser pointers
- Violation of the drug and alcohol policy (see Board Policy & AR 227)

Consequences may include one or more of the following:

- All Level I and II consequences
- Alternative educational placement
- Community service
- Expulsion
- Police involvement
- Restitution/monetary fine